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**Federal
Executive
Institute**

FEL/4

**Criteria and Nominating Procedures
For The Residential Program
In Executive Education
Fiscal Year 1974**

**U.S. Civil
Service
Commission**

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The Residential Program in Executive Education is eight weeks in length, and will be offered five times by the Federal Executive Institute during 1973-74. It is conducted at the Institute campus in Charlottesville, Virginia.

Outlined in this booklet are general share allocation procedures, selection criteria for identifying people to attend the program, and nominating procedures.

SHARE ALLOCATION AND COSTS

The term "share" denotes the right to send a qualified executive to the eight-week Residential Program in Executive Education. The purchase of a share covers all costs associated with FEI attendance, except for travel and a small per diem for incidental personal expenses. A total of 325 shares -- about 65 in each of the five sessions -- is available for use by the U. S. departments and agencies

Arrangements for Federal participation are made with the departments and agencies. A specific number of shares in the eight-week program is allocated to each Federal agency, which may either accept them, reject them, or negotiate changes. Allocations are based on the agency's executive development needs and include such considerations as the number of executives in the top grades, eligible incumbents, and the agency's record of previous participation and commitment to the program.

The allocation of shares to agencies is announced by letter on December 15, 1972. Agencies are asked to commit themselves to a specific number of shares for each of the five sessions in which they desire participation. (The schedule of session dates is shown on Page 7.) The 325 shares available will be distributed in such a way as to provide the greatest possible variety of agency representation in each scheduled session.

The charge for each share in the Residential Program in Executive Education for Fiscal Year 1974 has been set at \$3,500. Agreement to purchase constitutes a commitment to pay a proportionate share of the costs of Institute operations. As a result agreements are not cancellable, nor are payments for shares refundable.

SELECTION CRITERIA

Grade Level

The Residential Program in Executive Education of the Federal Executive Institute is designed for persons in grades GS-16 and above (or equivalent in other Federal pay systems) with enrollment in each eight-week session limited to approximately 65 people. Persons in both career and non-career assignments are eligible. Occasionally, GS-15's will be enrolled. However, GS-15's will be examined on a case-by-case basis and will be considered for enrollment only when a special executive development need in an agency exists.

Job Function

First consideration will be given to those nominees who are program managers, with second priority going to those who are staff managers and third to individual workers. These categories are defined as follows:

A Program Manager has full command-type responsibility for the activities of a substantial program entity.

A Staff Manager has full command-type responsibility for a program in such support areas as personnel, budget or office services.

An Individual Worker has duties not primarily of a managerial, supervisory or advisory nature.

Grade/Function Priorities

Putting grade and job function together, the following schedule depicts the priorities for nomination to the Federal Executive Institute:

	<i>Program Manager</i>	<i>Staff Manager</i>	<i>Individual Worker</i>
GS-18	Priority 1	Priority 4	Priority 7
GS-17	Priority 2	Priority 5	Priority 7
GS-16	Priority 3	Priority 6	Priority 7

Exceptions to this pattern of priorities will, of course, occur in accord with the special needs of an agency.

Age

No age restrictions are applied in the admission of executives to the Federal Executive Institute. Federal departments and agencies are strongly encouraged to nominate not only their ablest people -- those who will benefit most from this program of training -- but those who can be expected to make the greatest contribution to Government in the years ahead. Agency officials must insure that nominees have future potential for making this contribution.

Education

There is no educational prerequisite for attendance at the Institute.

NOMINATION OF PARTICIPANTS

Nominating Officials

One person should be designated in each department and agency to serve as the final authority for submission of nominations. He should either be the Executive Manpower Management Officer or serve on the Executive Management Resources Board as described in FPM Letter 412-1, of October 8, 1971, Guidelines for Executive Development. This Board, or the Executive Assignment Board, ought to identify key executives who should attend the FEI and recommend their nominations. As a minimum, these Boards should review the agency's nominations of principals and alternates.

Advance Nominations

Agency officials are encouraged to make nominations early; and every effort should be made to avoid late nominations and last-minute substitutions. Agencies are asked, instead, to establish a system of principals and alternates for allocated spaces on an annual basis. Under no circumstances should alternates be less qualified than principals. Possibly alternates should be given some assurance they will attend in a future year in the event they are not sent during the year they are designated as alternates.

Nominating Procedures

When the nominating official has received the names of candidates recommended for attendance during the fiscal year from within his department or agency, he will, in consultation

with the appropriate Executive Manpower Board, make final nominations for his agency by session. Those nominations should then be forwarded to the

*U. S. Civil Service Commission
Bureau of Executive Manpower
Attention: FEI Selection Committee
Room 6R48
1900 E Street, N. W.
Washington, D. C. 20415*

on Optional Form 37, obtainable from the Director of Personnel or Director of Training in each department or agency (and should include any special justification needed for GS-15 nominations).

Principal nominations and alternates should be sent by May 1, 1973, for all shares allocated. In every case, nominations must be submitted not later than three months before a scheduled session, in order that persons scheduled to attend may receive needed advance materials on a timely basis.

Action on Nominations

When all Optional Form 37's are received for a scheduled session, they will be examined to assure that each nominee meets the basic selection criteria. They will be accepted where no question exists. In the event a nominee does not appear to meet basic selection criteria, the agency nominating official will be asked for information about the basis used in making the nomination. If the added information indicates that the nominee in fact meets basic selection criteria, the nomination will then be accepted. On the other hand, if the added information does not match the basic selection criteria, the agency nominating official will be asked to provide the name of another principal or to designate an alternate as principal and nominate another alternate.

Notification to Agency

Agencies and nominees will be notified of acceptance during the three months preceding the start of a scheduled session.

Orientation/Preparation in Advance of Attendance

Since participation in the eight-week Residential Program is accorded to a relatively few, carefully-selected executives, it is important that each person be told why he has been selected for attendance at the Federal Executive Institute. This information cannot realistically be provided by Institute staff; instead, it must come from the agency. Agency nominating officials are therefore strongly encouraged to have a personal discussion with each person selected before attendance at the Institute. Graduates of previous sessions constitute an invaluable resource in such discussions.

As a means of underscoring the prestigious aspects of selection to attend the FEI, it is suggested that selectees be recognized by agency top management and their participation be publicized through appropriate agency, professional, alumni, and hometown media.

TARGET DATES

December 15, 1972	Letters to departments and agencies announcing allocations of shares and inviting statements of intention to participate in 1973-74 Residential Program in Executive Education.
February 16, 1973	Deadline for receipt of statements from departments and agencies of intention to purchase shares in each session.
February 23, 1973	Contracts to departments and agencies.
March 30, 1973	Deadline for receipt of contracts for share purchases from departments and agencies.
May 1, 1973	Submission of nominations (principals and alternates) for each of the five sessions to Bureau of Executive Manpower, U. S. Civil Service Commission.

SESSION SCHEDULE

Session 23	Sunday, August 19 -- Friday, October 12, 1973
Session 24	Wednesday, October 24 -- Tuesday, December 18, 1973
Session 25	Wednesday, January 2 -- Friday, February 22, 1974 (Washington's Birthday will not be honored as a holiday in this session.)
Session 26	Sunday, March 3 -- Friday, April 26, 1974
Session 27	Sunday, May 5 -- Friday, June 28, 1974

U. S. CIVIL SERVICE COMMISSION

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Hon. Jayne B. Spain, Vice Chairman

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Bernard Rosen, Executive Director

Joseph U. Damico, Director, Bureau of Executive Manpower

Frank P. Sherwood, Director, Federal Executive Institute

Address all inquiries and correspondence concerning shares and nominations to the

Bureau of Executive Manpower

U. S. Civil Service Commission

Washington, D. C. 20415

Telephone: Commercial Direct Dial - Area Code 202,
632-4486; Federal Telecommunications System -
Area Code 202, 632-4486.

*Address all inquiries and correspondence concerning the
Residential Program in Executive Education to the*

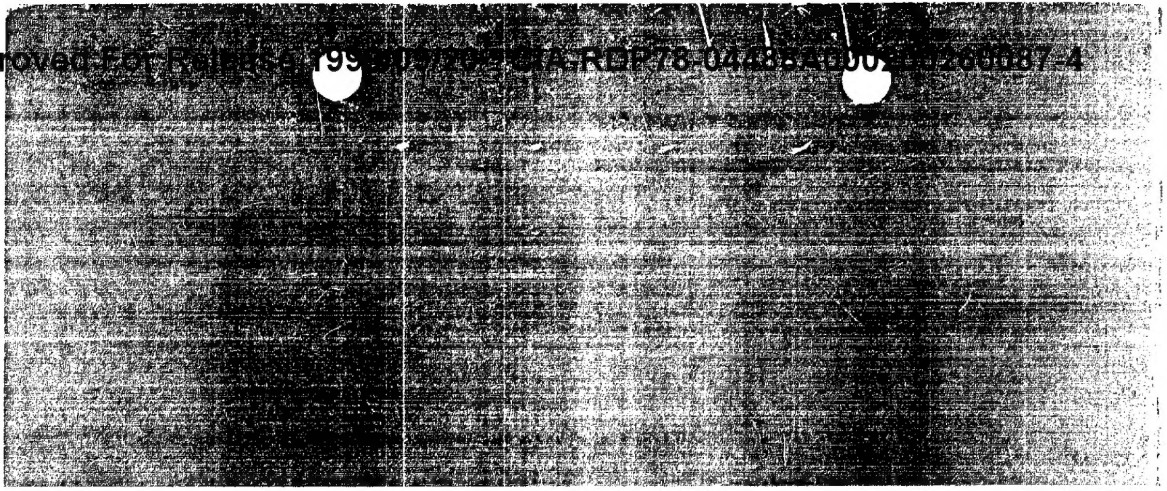
Federal Executive Institute

Route 29 North

Charlottesville, Virginia 22903

Telephone: Commercial Direct Dial - Area Code 703,
296-0181 or 296-1295; Federal Telecommunica-
tions System - Area Code 703, 296-1295.

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